M E M O R A N D U M

TO: All Secondary Principals

FROM: Information Technology Services (ITS)

SUBJECT: **SECONDARY POSTAL NOTIFICATION CARDS - 2003**

On Friday, August 8, Information Technology Services (ITS) will create the necessary files for the printing of the Postal Notification/Room to Report Cards. The cards will be mailed directly to the students beginning Wednesday, August 13.

Student information on the ISIS file as of that date determines the transportation eligibility for each student in your school. The cards will contain the following information:

  1.   Transportation Eligibility
  2.   Pick-up Time and Return Time; Stop Location(s); Bus Number
  3.   Room to Report

After August 8, 2003, it becomes the responsibility of the school to determine the three items above and notify each student affected. This applies to new students, students with schedule changes, and students with address changes. Transportation eligibility for these students is available through ISIS.

If there are questions regarding this process, please call Support Services at 305-995-3705(0).